



Texas A&M University–San Antonio Volunteer Waiver

Directions: Departments will provide the Volunteer Waiver and the Background Check Notice to all volunteers. The volunteer and the department contact should complete the applicable sections of the Volunteer Waiver form. Completed volunteer forms should be forwarded directly to the Office of Human Resources prior to the assignment/event to: Texas A&M University-San Antonio, One University Way, Modular 107, San Antonio, TX. 78224.

I certify that I am offering my services to Texas A&M University-San Antonio on a volunteer basis. I further understand that I will receive no pay, benefits or other privileges of employment of any kind for my services. I further understand that I am not eligible for worker’s compensation benefits if I am injured or become ill as a result of my volunteer work, and I am not eligible for unemployment compensation benefits when my volunteer assignment ends. I also certify that I have not been promised and have no expectation that I will receive a paid position as a result of my volunteer work.

I certify that I am (check one):

- Not employed by the State of Texas, Texas A&M University-San Antonio and I am performing the proposed volunteer work for civic, charitable or humanitarian reasons.
- I am an employee of the State of Texas, Texas A&M University-San Antonio. The proposed volunteer work is in a different occupational capacity from that in which I am employed and I am performing the volunteer work for civic, charitable or humanitarian reasons.

Dates of Volunteer Services: From: _____ To: _____

Volunteer’s Name (print)	Volunteer’s Signature	Date
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Witness’s Name (print)	Witness’s Signature	Date
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Requestor’s Name (print)	Requestor’s Signature	Date
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With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.



TEXAS A&M UNIVERSITY-SAN ANTONIO

Background Check Instructions for Prospective Employee or Volunteer

You are being given these instructions because any prospective employee or volunteer is required to have a criminal history check to work at Texas A&M University–San Antonio.

It is important you read, understand and comply with the following information.

Human Resources will receive your information from the hiring supervisor. Using this information, they will enter your name and email address in the criminal history vendor website hosted by Sterling Talent Solutions. That entry will trigger an email to you for background check purposes.

EMAIL: You will receive an email from *noreply@sterlingts.com* with the subject title of “On behalf of Texas A&M University–San Antonio: Background Screening Instructions”. Please check your junk or spam folder if you do not see this in your inbox. The email will contain a link to a secure server.

LINK: Using the link provided in the email, you will log into a secure server where you will create a UserID and password. You will enter the information required to perform the criminal history check.

CONSENT: You must give your consent to complete the background check via this website and you will receive copies of all documents you complete. You must complete ALL the requirements before the criminal history can be conducted.

- The link provided in the email **will expire in a short time frame** so it is critical you **respond immediately** upon receipt.
- Failure to consent and complete the required information will make you ineligible for employment or volunteer purposes.

QUESTIONS:

- If you have any questions prior to beginning the process, please contact Human Resources at (210) 784-2058
- Once you begin the process, you are provided with contact information on the website for any questions.

Thank you in advance for your prompt attention to the requirements of this process!

Texas A&M-San Antonio

Human Resources

One University Way

Modular 107

San Antonio, TX 78224

Ph. (210) 784-2058 ~ Fax (210) 784-2056